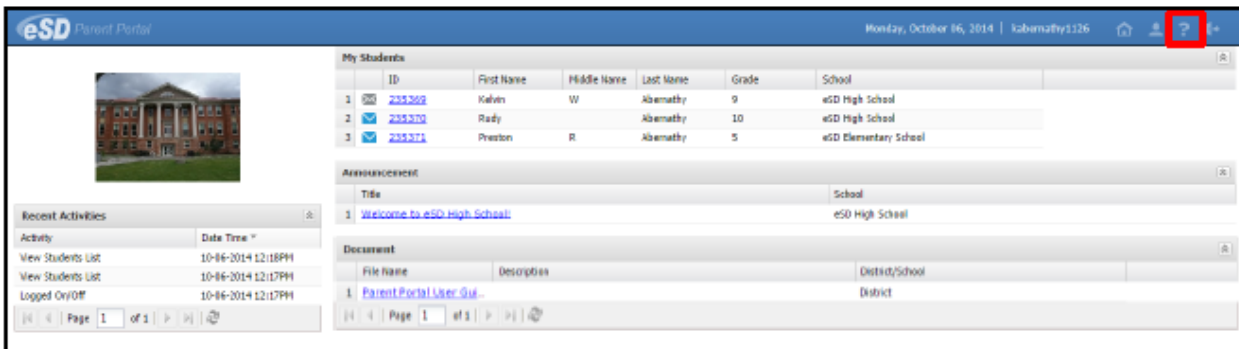# Mamaroneck UFSD Parent Portal Quick Reference

This purpose of this guide is to provide information about how to access some of the main features of the eSchool Parent Portal. Please be aware that eSchool frequently makes updates to its system which may cause the screenshots below to appear slightly different than what you see on your screen.

Please access the **Parent Portal** through the district website or with the following URL. If you are having trouble accessing your Parent Portal account, please email eschoolsupport@mamkschools.org so that someone can assist you.

https://parentportal.eschooldata.com/mamaroneckufsd

From the portal homepage select your child's ID number to access his/her profile.
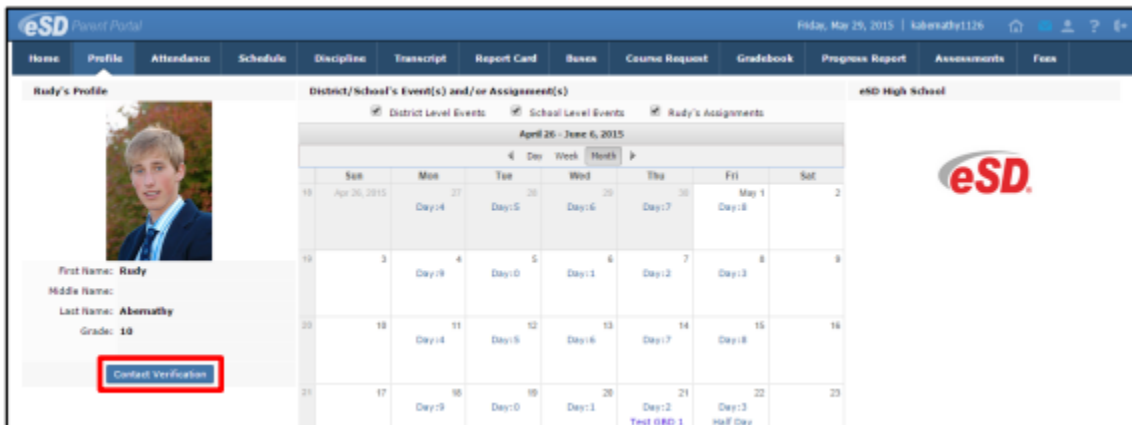
1) The **Contact Verification Form** allows custodial Guardians to update their student's contacts online. Click the **Contact Verification** button on the student's Profile page to open their Contact Verification Form.

2) In the **Guardian Information** section, parents can update the **Contact Priority, Phone Information and Email Information** and checkmark the Child Pickup checkbox for the Primary Guardian and other Guardians residing in the household.

3) In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information and allow Child Pickup by adding a check mark in the **Child Pickup** Checkbox.

Contact Priority sets the order in which the student's contacts are called.
Phone Priority sets the order for calling a person's phones. This defaults to the order in which phone numbers are entered, but can be changed.

4) Click on the **Attendance tab** to view the student's Attendance.

5) To access report cards, the elementary level uses the **Standards-Based Report Card** tab and the secondary level uses the **Report Card** tab.

Elementary:

Click on **Standards-Based Report Card** tab to view the student's Standards-Based report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

Secondary:

Click on the **Report Card** Tab to view the student's report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

Click on the **Gradebook** tab to view the student's classes list and published assignments. The Gradebook assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.